



**Winnebago Mental  
Health Institute's  
Tobacco Free Program**

**SMOKE FREE TOBACCO FREE  
CAMPUS  
WMHI WORKGROUP**

**MINUTES FOR 6-9-2005**

MEMBERS PRESENT: Marilyn Clarenbach Connie Hannemann, Natalie Stenson, , Mary Nitz, Joann O'Connor, , Mike Leuthold, Larry Schomer,, Mary Kotschi Greg Hurlbut Rita Kennedy Jeff Manning Rich Garman, Bob C.

MEMBERS ABSENT: Dr Arong, Ronecka, Baker, Ben Eggum, Sharon Haberkorn, , Diane Shaw, Karen Wright, , Jennifer Rew, , Larry Lautenschlager Marla Hill Sterling R

**1. Review minutes from 5-26-2005-**

Minutes were reviewed.

**ACTION:** minutes accepted

**2. No Smoking/Tobacco signage-Rich Garman and Jeff Manning**

The signs were approved and locations were approved. There are 15 large signs cost of \$432 each and 40 small signs cost of \$505.60 plus there will be cost for posts. WRC and DACC will pay their shard – 7 small, 2 large for WRC, and 5 small 2 large for DACC. Large cost 28.80 each and small cost 12.64 each.

**ACTION :**

1. Jeff will call DACC and WRC and arrange billing and get their agreement on location and number. He will notify Beth O. to get the charges done.
2. Jeff will purchase the signs and get them installed during September
3. Mary Kotschi will notify staff through mini news that signs will go up in Sept even though the campus is not smoke free till October 3.

**3. Patient Assessment Forms – roll out plan**

Forms were reviewed and approved to send out June 20.

**ACTION:** Natalie to send forms out week by June 20

**4. Staff Survey on Tobacco Form**

Final review of form took place approved to send out June 20. Natalie to send out.

**Action:** Natalie to send form outs by June 20.

**5. Survival Kit—**

**Action:** Natalie to proceed with Survival Kits and have ready for week of July 1.

**6. Review of Letters to WMHI - publics**

The group brainstormed who the letters should go to and this is the list:

- Wee Winni
- Credit Union
- Vendors/Contractors (obtain list from Business Office)
- Volunteers
- Foster Grandparents
- UW-Oshkosh, Fox Valley, Rhineland (for students)
- Interagency group
- Rich and Carol will tell NS where to send for students

- Pharmacy reps

**Action:**

Natalie to send out letters within next month

**7. RUBBER STAMP**

Jeff suggested we get some rubber stamps so we can stamp purchase orders and letters with a sign that says "WMHI is SMOKE FREE as of October 11, 2005"

**ACTION:** Joann will order stamps. Next meeting decide out to distribute and train people

**8. Unit Plans**

Unit plans were discussed and the group made a list of things unit plans should contain. This will be worked on further at next meeting.

**Action:** Further work next meeting and formulate what the components of the Unit Plan should be.

Perhaps develop a packet that would be useful for Unit Directors to use.

**9. Peer Counselor Training**

Review list of peer counselors who have had the full training -- about half of the peer counselors are not trained

**Action:** Marilyn will prepare a packet of information for them. Those who did not get to the training should watch the video and review the binder in the library.

**NEXT MEETING June 23, 2005; 10:00 – 11:00; Winnebago Room**